



9/28/01

SUBJ :  
DESIGNEE MANAGEMENT HANDBOOK

**1. PURPOSE.** This change is issued to add policy that was inadvertently omitted in the last revision of the order.

**2. DISTRIBUTION.** This order is distributed to the Washington headquarters branch levels of the Aircraft Certification Service, Flight Standards Service, and the Regulatory Support Division; to the Aviation System Standards Office; to the branch level in the Aircraft Certification Directorates and regional Flight Standards Divisions; to all Aircraft Certification Offices; to all Manufacturing Inspection District and Satellite Offices; to all Flight Standards District Offices; to the Aircraft Certification Branch and Flight Standards Branch at the FAA Academy; to the Brussels Aircraft Certification Division and Flight Standards Staff; to applicable Representatives of the Administrator; and to all International Field Offices.

**3. EXPLANATION OF CHANGES.** The information in chapter 1, paragraph 1, reincorporates general policy for designee oversight and delegation for certification functions. This policy was previously published in Federal Aviation Administration (FAA) Order 8130.28A, Airworthiness Designee Management Program, and was subsequently incorporated into draft Order 8100.8A, Designee Management Handbook. The draft version of Order 8100.8A was field coordinated and all comments were dispositioned. However, the paragraph containing this policy was reformatted and the policy was inadvertently omitted in the final editing of the order.

**4. DISPOSITION OF TRANSMITTAL.** After filing the attached pages, this transmittal should be retained.

#### PAGE CONTROL CHART

Remove pages	Dated	Insert pages	Dated
1 and 2	01/30/01	1 and 2	09/28/01

/S/

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Deputy Director, Aircraft Certification  
Service, AIR-2

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Initiated By: AIR-100/200



## CHAPTER 1. INTRODUCTION

**1. PURPOSE.** This order establishes the Federal Aviation Administration (FAA) procedures to be used by the Aircraft Certification Service (AIR) and Flight Standards Service (AFS) for managing the FAA's Representatives of the Administrator (designee) program. In addition, this order provides geographic restriction procedures and authorized designee functions. Consistent with general principles of management, the oversight portion of this order addresses setting performance expectations, monitoring performance, and taking any appropriate corrective action. Manufacturing Aviation Safety Inspector certification functions will be delegated to the fullest extent practical, but not to the extent an Advisor's technical skills are jeopardized. These procedures are designed to ensure that they are applied in an unbiased manner to all qualified private persons. This revision of the order is a continuation of the effort to consolidate AIR designee procedures into one comprehensive order. Specific designee procedures covered include the following areas:

- a. FAA roles and responsibilities.
- b. Initial selection and appointment.
- c. Orientation, including designee authority and responsibilities.
- d. Training.
- e. Oversight.
- f. Renewal.
- g. Termination and appeals.

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**3. CANCELLATION.** This order cancels the following orders:

- a. FAA Order 8100.8, Designee Management Handbook, dated November 20, 1998.
- b. FAA Order 8130.28A, Airworthiness Designee Management Program, dated February 24, 1999.

**4. BACKGROUND.** A national Designee Standardization Team (DST) was chartered to establish a single, standardized, national management handbook for manufacturing, engineering, and maintenance designees. As a result, the DST evaluated new and existing criteria for training,

oversight, renewal, and termination procedures for incorporation into this order. The DST determined that it was not necessary to make significant changes to the existing processes, based on a national evaluation conducted in 1998. The primary goals of designee management are safe aircraft, continuous improvement, and process standardization. Title 49 United States Code (49 U.S.C.), § 44702(d) (formerly the Federal Aviation Act of 1958, Title III, § 314(a)), authorizes the FAA Administrator to delegate to private persons any function relating to examinations, inspections, and testing of aircraft, subject to any regulations, supervision, and review that the Administrator may prescribe. Under this section, the Administrator may also rescind any such delegation, at any time, for any reason considered appropriate; however, § 44702(d) does not provide a comprehensive procedure for appeal of such action by the designee. Therefore, the Office of the Chief Counsel has developed procedures for termination actions. These procedures can be found in Chapter 11, Termination of Designations, of this order.

**5. EXPLANATION OF CHANGES.** The primary changes contained herein are the final incorporation of procedures from existing designee orders and notices governing the selection, appointment, orientation, training, oversight, renewal, termination, and tracking of designees. This includes the complete incorporation of Order 8130.28, and the incorporation of material in FAA Order 8130.24, Procedures for Termination/Nonrenewal of Aircraft Certification Service Designations and Delegations, that is pertinent to designee management.

## **6. GENERAL.**

**a.** Title 49 U.S.C. § 44702(d) empowers the Administrator to "...delegate a qualified private person, or to an employee under the supervision of that person, a matter related to the examination, testing, and inspection necessary to issue a certificate, and issuing the certificate." Title 14 Code of Federal Regulations (14 CFR) part 183, Representatives of the Administrator (part 183), prescribes the requirements for designating private persons to act as Representatives of the Administrator for the purpose of issuing airmen and aircraft certificates. Subpart B of part 183 empowers the FAA to select designees from qualified persons who apply by letter accompanied by a statement of qualifications. The delegations are limited in scope in that all requirements, policy, direction, and interpretations must reside with the Administrator.

**b.** Section 183.29 defines the types of Designated Engineering Representative (DER) appointments in the following technical disciplines:

- (1) Structural Engineering.
- (2) Powerplant Engineering.
- (3) Systems and Equipment Engineering.
- (4) Radio Engineering.
- (5) Engine Engineering.
- (6) Propeller Engineering.